



All Saints Catholic School

“We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness” (1 Cor. 12:29)

JOB DESCRIPTION

ROLE:	DEPUTY HEADTEACHER
DEPARTMENT:	PASTORAL CARE AND WELFARE
RESPONSIBLE TO:	HEADTEACHER
SALARY	LEADERSHIP (Point 19 – 23)
RESPONSIBLE FOR:	Carrying out the professional duties set out in the Teachers’ Pay and Conditions Document as directed by the Headteacher within the context of the job description set out below in a wholly satisfactory manner.

PURPOSE OF THE DEPUTY HEADTEACHER ROLE:

- To support and uphold the Catholic ethos and values of the School.
- To positively contribute to fulfilling the mission of the School.
- To provide additional support in addressing the needs of students who require help to overcome barriers to learning both inside and outside the school, in order to maximise their potential.
- To meet and maintain the professional teaching standards commensurate with their role.
- To work to raise expectations and standards within our community.
- To promote a positive image of the School.
- To assist the Year Leaders to ensure all students in the cohort make the expected levels of progress
- To deputise for the Headteacher in their absence

PERSONAL AND PROFESSIONAL CONDUCT:

All staff have a responsibility to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- having proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- having an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

RESPONSIBILITIES OF DEPUTY HEADTEACHER:

Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- keep up to date with developments in pedagogy, teaching resources and make relevant changes to instructional plans and activities.
- use relevant technology to support teaching and learning.
- demonstrate an understanding of and take responsibility for promoting high standards of literacy,
- articulacy and the correct use of standard English, whatever the teacher's specialist subject

Plan and teach well structured lessons

- plan, prepare, teach and evaluate lessons throughout the age and ability range
- impart knowledge and develop understanding through effective use of lesson time in accordance with statutory requirements, school aims and objectives, school policies and Departmental Schemes of Work
- promote a love of learning and pupils intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired and ensure that homework is set and recorded in the student planner.

- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s) which meets internal and external quality standards and develops independent learning
- use a variety of teaching methods which will stimulate learning appropriate to student needs and demands of specifications.
- maintain resources and create positive learning environments in order to support learning.
- take reasonable care of Department resources and to account for any equipment used.
- Establish and communicate clear objectives for all learning activities.
- Set cover work when on leave of absence/known absence

Adapt teaching to respond to the strengths and needs of all pupils

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them ensuring targets outlined in a student's Individual Education Plan are pursued.

Make accurate and productive use of assessment

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback. To assess and monitor student work in accordance with statutory requirements and school and Departmental policies and to set realistic and challenging targets for improvement.
- To maintain teaching records, attendance and other pastoral records.
- To maintain accurate, transferable student registers and records.
- To complete student reports and reviews.
- To attend Parents' Report Evenings as appropriate.
- To assist in setting and marking internal examinations.
- To ensure that external examination requirements are satisfied

Manage behaviour effectively to ensure a good and safe learning environment

- maintain a tidy, safe and stimulating working environment.
- maintain good order and discipline ensuring health and safety including training students in the safe and appropriate use of equipment.
- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- keep a record of student attendance at, and punctuality to, lessons and report any notable observations to the form tutor/Curriculum Co-ordinator.

Fulfil wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- refer any Child Protection concerns to the designated Child Protection Officer in the school. communicate effectively with parents with regard to pupils' achievements and well-being.

LEADERSHIP & MANAGEMENT RESPONSIBILITIES

- Line Management of Heads of Department
- To act as a 'critical friend' – providing support, guidance and challenge to the HOD in maintaining and improving standards within the department.
- Participation in monitoring the work of the department and the levels of student achievement within it. By:
 1. Reviewing performance data with the HOD at key points in the year.
 2. Working with the HOD on monitoring the quality of teaching and learning
- Supporting the Head of Department in analysing and evaluating pupil performance data including target setting and examination performance
- Participation in Staff Appraisal, ensuring the HOD is given the guidance and support to develop professionally and can access CPD opportunities where appropriate.

GENERAL RESPONSIBILITIES:

- To be familiar with the content of and subsequently implement the whole school policies located in the staff handbook thus contributing to the realisation of a safe learning environment for all.
- To help implement and adhere to the school quality procedures and take part, as required, in the review, development and management of activities relating to the School Improvement Plan.
- To contribute to whole school planning and evaluation via the Departmental action plan and implementation.
- To work as a member of a designated team and contribute positively to effective working relations within the school.
- To play a full part in the life of the school community supporting its distinctive mission and ethos and actively promoting its policies and practices.
- To comply with School routines e.g. attend staff briefings check the daily In Class Support Information.
- To attend meetings identified in the School Calendar.
- To undertake supervision duties according to the published rota.
- Leading and/or supporting collective acts of worship as required.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate
- Contributing to the moral, spiritual, cultural and social development of each pupil.
- Making a positive contribution to the pastoral ethos, including specific pastoral duties.
- To promote and implement policies and practices that encourage mutual tolerance and respect for diversity, challenge discrimination and widen pupils' understanding of their contribution to society as outlined in the school Single Equality Duty.

DEPUTY HEAD ROLE

1. To carry out all duties as a School Leader as instructed by the Headteacher
2. To deputise for the Headteacher in her absence
3. To be responsible for the pastoral care of staff and students

4. To co-ordinate and engage with external agencies to ensure appropriate care and provision for the school community
5. To be designated Safeguarding Lead
6. To ensure all staff training is current
7. To retain children's CP files as an accurate record of all interviews/meetings and actions
8. To provide an annual Safeguarding report to the local authority
9. To report to Governors for all areas of responsibility
10. To attend all CIN/CP meetings
11. To oversee referrals to school counsellor and monitor attendance
12. To co-ordinate the vulnerable students meetings

13. To lead SMSC development across the school and provide an accurate audit of provision yrs. 7-13
14. To manage behavior and standards of All Saints ensuring the policies are in place and effectively followed
15. To provide reports to students as appropriate
16. To co-ordinate whole school events
17. To line manage the Pastoral AHTs, Year Leaders, Middle Leaders as appropriate
18. To be responsible for effective inclusion
19. To be nominated CLA representative and prepare all PEP meetings
20. To ensure that attendance is 97% across the school and that accurate reporting and intervention is in place
21. To take an active role in the recruitment of outstanding staff to the All Saints community
22. To be responsible for the effective punctuality and monitoring of the school
23. To contribute as appropriate to SIP/SEF and Whole School leadership
24. To be responsible for the update and compliance of all school policies
25. To support the inclusion and have strategic overview of the Sixth Form
26. To make a significant contribution to the CPD and Teaching School programme
27. To be disciplinary & capability manager
28. Strategic overview of SEND
29. To keep up to date on all aspects of educational change and policy
30. To develop our CPD to maximise effectiveness in role
31. To contribute other tasks set by the Headteacher commensurate with role

STANDARDS:

Effective performance of tasks will be evaluated in relation to the Professional Standards for Teachers (DfE September 2012) and the agreed criteria for the effective functioning of a Class teacher at All Saints Catholic School(Job Descriptions 2012). The monitoring of these standards will form part of the Staff Appraisal procedure.

EDUCATION AND TRAINING:

In accordance with the Continuing Professional Development policies the teacher will;

- Review overall performance in the previous year in relation to training received and the changing needs of the job.
- Identify training and education needs for the following year through a training needs analysis in order to ensure confidence in carrying out required duties.
- Participate in the prescribed framework for Teacher Appraisal.

This will be carried out within the framework of the school's Staff Development Policy current at the time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager including undertaking work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.